

Water Supply District of Acton

693 MASSACHUSETTS AVENUE
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Commissioners Meeting
Water Supply District of Acton
Meeting Minutes
September 13, 2010

The regular bi-monthly meeting was called to order at 7:30 p.m. on Monday, September 13, 2010 at the Acton Water District Office by Mr. Stephen Stuntz.

Present: Commissioners Stephen Stuntz, Ronald Parenti, and Leonard Phillips. District Manager Chris Allen, Treasurer/Collector Mary Jo Bates, District Counselor Mary Bassett, Environmental Manager Matthew Mostoller, MIS Coordinator Bob Murch, Commissioners Secretary Lynn Protasowicki. Finance Committee member(s) David Butler and Bill Kingman. Also in attendance: John Cipar and Charles Olmstead of the WLMAC, Barry Rosen representing WRAC and WLMAC and Mary Michelman representing ACES.

A. Comments from Citizens

Ann Chang, of Acton, MA, stated to the Commissioners that she attempted to attend the last open meeting held by the District and when she came to the office the meeting was cancelled. She stated that there was no mention of this on the District's web site. She suggested that District employees should attend the open meeting law meeting presented by the Acton Town Counsel which is being held on Wednesday, September 15, 2010 at the Acton-Boxborough High School. She stated that they provide a nice PowerPoint presentation and people are given a booklet to take home.

B. Approval of Minutes from August 23, 2010

Mr. Stuntz moved to accept minutes of the meeting held on August 23, 2010 and Mr. Parenti seconded the motion. The Commissioners were in favor of approving the minutes as modified.

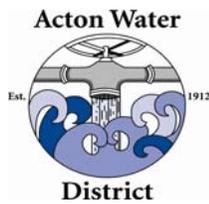
C. New Business

Representatives from Applewood Community Corp., Boxborough, MA, for Potential Connection to AWD

Presented in this evening's packet to the Commissioners is a letter from Charles Learoyd, 128 Russet Lane, Boxborough, to Chris Allen. Mr. Learoyd spoke at tonight's meeting on behalf of Applewood Community Corporation, which is responsible for the water system in the Applewood Condominiums.

Mr. Learoyd stated that Applewood had received an Administrative Consent Order from the Mass Department of Environmental Protection (DEP) to bring their water system into compliance with current public water supply regulations. The DEP has suggested that Applewood explore the possibility of connecting to the Acton Water District (AWD). Mr. Learoyd reminded the Commissioners that ten years ago Applewood and AWD had similar discussions at the request of the Boxborough Board of Health while addressing septic and Zone One issues and at the time AWD declined, citing concerns about capacity limitations.

Mr. Learoyd mentioned that the DEP would like to hear back from Applewood by October 11th.



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Mr. Stuntz informed Mr. Learoyd that they will have the WLMAC would take a look at the situation and come up with their suggestions before then.

Erik J. Heels, 66 Macintosh Lane, Boxborough, is on the adhoc water systems task force for Applewood, asked a hypothetical question to the Commissioners, "if Applewood were part of Acton would it be easier to hook-up to Acton Water District?" In addition, he asked, "if Applewood were to secede from Boxborough would it be easier to hook-up to Acton Water District?"

Discussion of the District's Web Site

Mr. Parenti started discussion by stating that the issue of the Acton Water District's web site has been brought up because on several occasions citizens have mentioned to him that it has been difficult to locate certain information on the site. There are three issues that he would like to discuss: (1) current information (2) employee access (3) aesthetics of site.

Mr. Parenti that when something is important (i.e. water ban, reverse 911) that this information should be prominent on the home page. He suggested that the home page be updated to include a box that would get updated daily. He noted that everything important should be on the home page. Mr. Allen agreed that there should be more efficient use of the space on the main page. Mr. Phillips suggested that they discontinue using the Word platform. He stated that converting Word documents to HTML is not clean and there are no controls over design. Mr. Parenti suggested that Mr. Murch look into using a web site development tool called "*Dreamweaver*".

Mr. Bob Murch, MIS Coordinator for Acton Water District, stated that the web site was designed in FrontPage year ago. He stated that employees do have access to make changes to the site but haven't been interested.

Mr. Erik Heels, 66 Macintosh Lane, Boxborough shared with the Board his thoughts about using WordPress. He created a web site using this platform and said it was very easy to use. WordPress is a server-based web browser. There is a \$10 monthly fee.

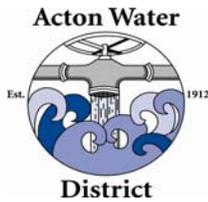
Mr. Murch stated that he will evaluate the upgrading of the web site and move away from using FrontPage and look into the use of "*Dreamweaver*".

Mr. Allen stated that, due to the societal demand for instant information, other cities, towns and water districts have Facebook and Twitter accounts, and update their customers utilizing social networking sites.

Mr. Murch asked the Board if they would like to change their domain name from ".com" to ".gov". Mr. Stuntz inquired as to the benefit of changing the domain. Mr. Phillips stated that a ".com" site is for commerce and a ".gov" site is for government. Since the Acton Water District is a town office that they should move to change the domain name. The Commissioners agreed to this.

D. Old Business

Free Cash Certification from MA DOR



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Presented in this evening's packet to the Commissioners is the notification of free cash from the Massachusetts Department of Revenue. The notification certifies that the amount of available funds or "free cash" as of July 1, 2010 for the Acton Water District is \$24,867.

Update on Arlington Street Water Main Improvement

Mr. Allen provided an update to the Commissioners on the Arlington Street water main improvement project. Mr. Allen stated that the project is now completed and that the water main is now in service; the mains have been tested; the trench has been capped and paved; and the roadway will be resurfaced from curb-to-curb in the spring of 2011.

Update on Assabet Sand & Gravel's Encroachment on District Land Off High Street

Presented in this evening's packet to the Commissioners is a letter from Mr. Allen to Mr. Douglas Maccone, Assabet Sand, LLC. Mr. Allen stated that on August 23rd, he and Matthew Mostoller met with Mr. Maccone on-site and was given access to their storm water management documentation. Mr. Allen informed the Commissioners that AWD has informed the Massachusetts Department of Environmental Protection of the encroachment and as informed Mr. Maccone of this. In his review with the Commissioners, Mr. Allen noted that he suggested to Mr. Maccone that he retain the services of Stantec Consultants, Westford, MA for an evaluation and recommendation of how the encroachment should be handled for a long-term solution.

Discussion of Special Legislation Associated with Investment Protocol

Mr. Dave Butler lead the discussion regarding the special legislation associated with investment protocol. He stated to the Commissioners that he was in correspondence with Sally Schnitzer, Legislative Director, Office of Senator Eldridge. In an email from her, which is enclosed in this evening's Commissioners packets, she states that a home rule petition is not needed for the Acton Water District to request filing of the special legislation. Mr. Butler stated that the Commissioners need to vote to proceed with the filing of the special legislation.

Counselor Bassett stated that the Department of Revenue may look at this and say it needs to go into a stabilization fund.

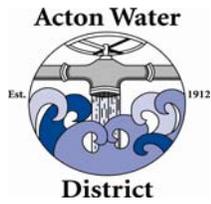
Counselor Bassett noted that Ms. Schnitzer recommends that the Acton Water District receive an endorsement from the Acton Board of Selectmen regarding the filing of the special legislation. Mr. Butler stated that he is not sure how to address to Ms. Schnitzer that the Water District is a separate entity from the Town.

Mr. Stuntz recommended that they hold-off on voting and do a further examination before making any final decisions.

Other Old Business

Mr. Parenti informed Mr. Allen that automobiles are being illegally parked on Lawsbrook Road again. Mr. Allen will look into the matter.

Mr. Parenti moved to adjourn the meeting and Mr. Stuntz seconded the motion. The meeting adjourned at 8:40 p.m.



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All documents referred to in meeting minutes are available for inspection at the office of Acton Water District, 693 Massachusetts Avenue, Acton, MA 01720 (978) 263-9107.